



# **Third Party Infrastructure Inspections Manual For Private Development**



**Land Development Division  
City of Kansas City, Missouri  
Effective: March 2022**

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## **Chapter 1**

### **Introduction**

Third Party Infrastructure Inspection (TPII) is described as the periodic or continuous observation of work, including the performance tests in order to verify the conformance with the Reviewed for General Compliance Plans and the Adopted KCMO/APWA Standards and Specifications. The project plans shall be developed and sealed by the Engineer of Record and reviewed by the Land Development Division (LDD) of the City Planning & Development Department.

The purpose of the manual is to outline the LDD Third Party Infrastructure Inspection Program. This manual clarifies what work is allowed to have Third Party infrastructure Inspections and the procedure for inspecting and reporting that work. It defines the duties and the responsibilities of the of the Third Party Inspector. The Third Party Infrastructure Inspection Manual can be found online on the City Planning website under the Land Development Division at the following location:

<https://www.kcmo.gov/city-hall/departments/city-planning-development/land-development-division>

The Third Party Infrastructure Inspection Manual in no way relieves any participant from the proper performance of the work according to the Contracts, Plans, Specification, and Applicable City Standards.

Any questions or correspondence regarding the Third Party Infrastructure Manual should be directed to:

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Land Development Division  
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Office: 816-513-2951  
Email: [kevin.scott@kcmo.org](mailto:kevin.scott@kcmo.org)

## **Chapter 2**

### **Classification of work allowed for Third Party Infrastructure Inspections**

City Planning & Development is committed to provide the highest quality of infrastructure in accordance the City's standards as adopted by City Council and the Public Works Department. To ensure this, the Land Development Division is allowing certain types of inspections to be conducted by Third Party Infrastructure Inspections. Land Development Division shall retain the following critical types of inspections to ensure that the infrastructure meets the longest service level possible thus to reduce the future maintenance costs incurred by the City.

The critical Inspection Types/Roles that LDD shall Maintain:

1. Site Disturbance
2. Right-of-Way Grading
3. Subgrade
4. Proof Roll inspection of the Subgrade
5. ADA construction
6. Review of As-Built drawings for Sanitary Sewers, Storm Sewers, and Stream Buffers
7. Permit Administration
8. Review and Documentation of the Third Party Infrastructure Inspections
9. Inspection Oversight

The allowed work to be conducted with Third Party Infrastructure Inspections.

1. Sanitary Sewers
  - a. Inspection of the installation and testing per the Adopted KCMO/APWA Section 2500 and the Reviewed for General Compliance Plans.
2. Storm Sewers
  - a. Inspection of the installation per the Adopted KCMO/APWA Section 2600 and the Reviewed for General Compliance Plans.
3. Stream Buffers
  - a. Inspection of the installation of the Stream Buffer signs and fencing per Chapter 88-415 of the Code of Ordinances and the Reviewed for General Compliance Plans.
4. Street Lights
  - a. Inspection of the installation and testing per the Adopted KCMO/APWA Section 2800 and the Reviewed for General Compliance Plans.
5. Traffic Signals
  - a. Inspection of the installation of Traffic Signals per the Reviewed for General Compliance Plans.
6. Street Name Signs
  - a. Inspection of the installation of Street Name and Regulatory Signs per the Reviewed for General Compliance Plans.
7. Stripping
  - a. Inspection of the installation of the Stripping per the Reviewed for General Compliance Plans.
8. Asphalt Construction

- a. Inspection of the installation of Asphaltic Pavement per the Adopted KCMO/APWA Section 2200 and the Reviewed for General Compliance Plans.
- 9. Concrete Construction
  - a. Inspection of the installation of Concrete Pavement per the Adopted KCMO/APWA Section 2200 and the Reviewed for General Compliance Plans.
- 10. Minor Infrastructure
  - a. Inspection of the installation of Curbs, Sidewalks, and Drive Approaches the Adopted KCMO/APWA Section 2300 and the Reviewed for General Compliance Plans.
- 11. Maintenance Inspections
  - a. Maintenance inspections of the infrastructure at 6 month and 1 year intervals once the permit enters the maintenance period.

### **Chapter 3**

#### **Submittal of Required Documents**

Before the Infrastructure permit is issued, the permittee shall submit the required authorization to use Third Party Infrastructure Inspections form indicating what inspections the Third Party Infrastructure Inspector will be covering. Copies of the applicable forms are included in Appendix C.

When Third Party Infrastructure Inspections are used, the permittee shall retain the services of one of the pre-qualified Third Party Infrastructure Inspectors from the approved list. This Third Party Infrastructure Inspector will be required to follow the required frequency and documentation of this manual. Under no circumstances shall these services be provided by an agency retained or engaged by the permittee or any of their hired contractors or subcontractors. No individual or agency under the direct employment of or affiliated with the contractor(s) is allowed to serve as the Third Party Infrastructure Inspector. The construction permit applicant is not allowed to serve as the Third Party Infrastructure Inspector.

## **Chapter 4**

### **Approval of Third Party Infrastructure Inspectors**

Any individuals retained to provide Third Party Infrastructure Inspections shall be approved by City Planning & Development - Land Development Division in conjunction with the Public Works Department. As a minimum, an acceptable Third Party Infrastructure Inspector shall have the following qualifications:

1. Shall provide Basic Infrastructure Inspection per the Adopted KCMO/APWA Standards.
2. Shall be competent but not necessarily certified.
3. Shall report and be under the Supervision of Land Development Division.
4. Shall report all inspections to Land Development Division.
5. Any discrepancies or changes shall be noted in the inspection report and the issues brought to the attention of Land Development Division. Resolution of the discrepancies shall be at the discretion of Land Development Division.

Approval of the agencies/people shall be at the discretion of the Land Development Division and the Public Works Department.

#### Approval Review

Each agency seeking to have staff included on the list of approved inspectors shall submit the following information to the CPD-LDD via e-mail in PDF format directly to the Division Manager of Land Development.

1. Description of the agency, including complete legal name, address and brief history.
2. The names and positions of the principal owners, officers, and directors.
3. Functional description of the agency's organizational structure, including all major divisions, departments, sections, and their operational activities. Organizational charts may portray this.
4. Number of construction management personnel, architects/engineers and others by specialty.
5. Number of years firm has provided construction management and/or construction observation services.
6. List of the proposed Third Party Infrastructure Inspectors the agency may wish to use and the qualifications of those inspectors with the following information:
  - a. Description of relevant experience
  - b. Years of employment with current firm
  - c. Any applicable professional registrations, education, certifications and credentials.

After the information is submitted, it will be reviewed by City Planning & Development - Land Development Division in conjunction with the Public Works Department. Once approved, the agency will be placed on the CPD-LDD Approved Third Party Infrastructure Inspector List with the specific inspectors qualified by name and type of inspection.

The list of approved inspectors will be maintained by the City Planning & Development - Land Development Division and made available on the City's website in conjunction with this manual. Inspectors must be approved prior to the start of construction and maintain good status for any inspections performed by that inspector to be accepted by the City.

Each Third Party Infrastructure Inspector identified shall be individually approved prior to being assigned to any project. Approvals are specific to the inspector name and not the agency name. It shall be the responsibility of the agency to notify the City should the employment status change for any of the approved inspectors shown on the list for their agency.



## Chapter 5

### Disqualification of Third Party Infrastructure Inspectors

If it is determined that an individual is negligent in the performance of the duties required in this manual, then that agency is subject to removal from the approved list in accordance with the following procedures.

**First Nonconforming Act:** The special inspections agency shall receive a CPD-LDD Notice of Violation for the first nonconforming act. This notice shall be cleared or resolved within three (3) working days.

**Second Nonconforming Act:** A second CPD-LDD Notice of Violation within a six- (6) month period will require that the Third Party Infrastructure Inspector attend a disciplinary meeting with CPD-LDD to discuss the areas of nonconformance. This issue of this notice shall be cleared or resolved within three (3) working days.

**Third Nonconforming Act:** A third CPD-LDD Notice of Violation within a six- (6) month period may result in a suspension of the Third Party Infrastructure Inspector for a period of six (6) months.

**Suspension:** During the suspension period, the Third Party Infrastructure Inspector will be removed from the CPD-LDD approved list and not be allowed to act as the Inspector on any new projects.

**Reinstatement:** At the end of a suspension, the Third Party Infrastructure Inspector can apply for reinstatement by making a written request similar to the procedure used for the original prequalification.

**Probation:** Upon reinstatement, the inspector will be placed on probation for a period of one (1) year. If the Third Party Infrastructure Inspector receives a Notice of Violation during that time, it will result in a suspension for a period of one (1) year.

**Examples of Nonconforming Acts:** The following are examples of nonconforming acts that would cause a Notice of Violation to be issued:

1. Failure to use only trained, experienced CPD-LDD approved Third Party Infrastructure inspectors.
2. Failure to complete an accurate Third Party Infrastructure Inspection report after each inspection is made.
3. Failure to submit timely and acceptable Third Party Infrastructure Inspection Reports to the CPD-LDD.
4. Failure to perform the necessary Third Party Infrastructure Inspection for conformance with the CPD-LDD reviewed plans and specifications and EOR reviewed shop drawings.
5. Become engaged in a conflict of interest with the permittee or any contractors hired by the permittee to perform work.

## **Chapter 6**

### **Procedural Requirements**

1. Any changes to the selected inspector need to be provide at least 24 hours in advance of any inspection.
2. The permittee shall ensure that copies of the City reviewed plans are provided to the Third Party Infrastructure Inspector prior to the start of the scopes of work designated for third party inspection.
3. It is the Inspector's responsibility to review the City reviewed plans thoroughly and sufficiently in advance of construction to establish that adequate information is available to conduct the required inspections and tests.
4. All errors and/or omissions in the reviewed plans that create any form of uncertainty or ambiguity shall be resolved through Land Development Division prior to the start of inspection. Any clarification will be provided in coordination with the Design Professional whose seal is included on the reviewed plans. Any errors and/or omissions on the plans does not relieve the contractor from complying with the requirements of the City's adopted construction standards and specifications.
5. The permittee is responsible for notifying the special inspections agency when the work is ready for inspection. A minimum of 24-hours' notice shall be provided so that the special inspector has time to inspect the work prior to concealment. The permittee shall provide access to and means for safe and proper inspection of the work. It is the contractor's responsibility to verify that all work requiring Third Party Infrastructure Inspection is inspected and/or tested prior to concealment.
6. An approved Third Party Infrastructure Inspector shall perform inspections for conformance with the City reviewed plans and specifications, EOR-reviewed shop drawings. (See Appendix B for plan stamps that will appear on City reviewed plans.)
7. If the City reviewed construction documents are not available on site, the Third Party Infrastructure Inspector may proceed with an inspection. It shall be documented on the applicable reports that the stamped plans were not available for the inspection. It is the Third Party Infrastructure Inspector's responsibility to verify and report whether the work inspected was in accordance with the CPD-LDD reviewed construction documents. If the CPD-LDD reviewed plans are not available at two consecutive inspection visits, the inspector shall contact CPD-LDD by phone immediately. CPD-LDD staff will investigate and work with the permittee to remedy the situation prior to any additional inspections.
8. After each inspection is completed, the Third Party Infrastructure Inspector shall give the permittee an inspection report on the forms located in Appendix C using whichever form is applicable to the scope of work. The form shall be completed in detail and shall be signed electronically by the approved inspector. Any non-conforming items shall be brought to the immediate attention of the general contractor and noted on the report form.

9. An electronic copy of the completed form shall be uploaded to the permit in the Compass KC permitting system within one business day following the completion of the inspection.

## **Chapter 7**

### **Inspection Types**

1. Sanitary Sewers
  - a. Inspection of the installation and testing per the Adopted KCMO/APWA Section 2500 and the Reviewed for General Compliance Plans.
  - b. The current version of the adopted specifications can be found online here:  
[KCMO/APWA Adopted Section 2500 Sanitary Sewer Construction Specifications](#)
2. Storm Sewers
  - a. Inspection of the installation per the Adopted KCMO/APWA Section 2600 and the Reviewed for General Compliance Plans.
  - b. The current version of the adopted specifications can be found online here:  
[KCMO/APWA Adopted Section 2600 Storm Sewer Construction Specifications](#)
3. Stream Buffers
  - a. Inspection of the installation of the Stream Buffer signs and fencing per Chapter 88-415 of the Code of Ordinances and the Reviewed for General Compliance Plans.
  - b. Adopted specifications for stream buffer are available through the City's Code of Ordinances and found online here:  
[Kansas City Code of Ordinances Zoning and Development Code 88-415](#)
4. Street Lights
  - a. Inspection of the installation and testing per the Adopted KCMO/APWA Section 2800 and the Reviewed for General Compliance Plans.
  - b. The current version of the adopted specifications can be found online here:  
[KCMO/APWA Adopted Section 2800 Street Lighting Construction Specifications](#)
5. Traffic Signals
  - a. Inspection of the installation of Traffic Signals per the Reviewed for General Compliance Plans.
  - b. The current version of the adopted specifications can be found online here:  
[KCMO Traffic Signal Specifications and Drawings](#)
6. Street Name Signs
  - a. Inspection of the installation of Street Name and Regulatory Signs per the Reviewed for General Compliance Plans.
  - b. The current version of the adopted specifications can be found online here:  
[Street Name Signs Specification](#)
7. Striping
  - a. Inspection of the installation of the Stripping per the Reviewed for General Compliance Plans.
8. Asphalt Construction
  - a. Inspection of the installation of Asphaltic Pavement per the Adopted KCMO/APWA Section 2200 and the Reviewed for General Compliance Plans.

- b. The current version of the adopted specifications can be found online here:  
[KCMO/APWA Adopted Section 2200 Paving Construction Specifications](#)
- 9. Concrete Construction
  - a. Inspection of the installation of Concrete Pavement per the Adopted KCMO/APWA Section 2200 and the Reviewed for General Compliance Plans.
  - b. The current version of the adopted specifications can be found online here:  
[KCMO/APWA Adopted Section 2200 Paving Construction Specifications](#)
- 10. Minor Infrastructure
  - a. Inspection of the installation of Curbs, Sidewalks, and Drive Approaches the Adopted KCMO/APWA Section 2300 and the Reviewed for General Compliance Plans.
  - b. The current version of the adopted specifications can be found online here:  
[KCMO/APWA Adopted Section 2300 for Incidental Construction Specifications](#)
- 11. Maintenance Inspections
  - a. Maintenance inspections of the infrastructure at 6 month and 1 year intervals once the permit enters the maintenance period.
  - b. Maintenance inspections will be done on the full scope of the permit except for the following items that DO NOT require maintenance.
    - 1. Site Disturbance (vegetation and erosion control)
    - 2. Street Lights
    - 3. Traffic Signals

## **Chapter 8**

### **Documentation**

Third Party Infrastructure Inspectors will document each inspection on the forms included in Appendix C.

These inspection form shall be uploaded to the permit in the Compass KC permitting system by the next business day. The LDD inspector will review the reports and complete the inspection within Compass KC thus sending out the inspection to the permit holder.

If the inspection reports are to be delayed for any reason, then the Third Party Inspector shall notify the LDD Inspector as to the reason the reports are delayed. If the LDD Inspector is not notified, then the Third Party Inspector may be put into nonconformance. See Chapter 4 above.

## Appendix A Copies of City Stamps

### CITY PLANNING & DEVELOPMENT – DEVELOPMENT SERVICES PLAN STAMPS

#### BUILDING PERMIT STAMPS:

#### REVIEWED FOR CODE COMPLIANCE

City Planning & Development  
Development Services  
City of Kansas City, Missouri



Jeff Lee, P.E., M.C.P.

Building Official

Date: 03/15/2022 By: jlee2

#### CHANGES REVIEWED FOR CODE COMPLIANCE

To Building Permit # \_\_\_\_\_

#### SPECIAL INSPECTION REQUIRED AS PREVIOUSLY SPECIFIED

City Planning & Development  
Development Services  
City of Kansas City, Missouri  
Building Official

Date: \_\_\_\_\_

By: \_\_\_\_\_

LAND DEVELOPMENT STAMPS (only applicable to private development building permits where "Private Grading" is checked or where referencing a permit number beginning with 'CPB'):

#### REVIEWED FOR CODE COMPLIANCE

City Planning and  
Development  
Development Services  
Land Development  
Division

Land Disturbance ☐  
Private Grading ☐  
Public Grading ☐  
Street Design ☐  
Sanitary Sewers ☐  
Storm Drainage ☐

BY \_\_\_\_\_ REVIEWER

DATE: \_\_\_\_\_

DEPARTMENT OF CITY  
PLANNING & DEVELOPMENT  
KANSAS CITY, MISSOURI

CONSTRUCTION PERMIT  
MUST BE SECURED  
WITHIN ONE YEAR  
OF ISSUANCE

#### CHANGES REVIEWED FOR CODE COMPLIANCE

City Planning and Development  
Development Services  
Land Development Division

To Permit # \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

CITY OF FOUNTAINS  
HEART OF THE NATION



KANSAS CITY  
MISSOURI

## City Planning & Development Department

Development Services

Land Development Division

5th Floor, City Hall  
414 East 12th Street  
Kansas City, Missouri 64106

(816) 513-2551 Fax: (816) 513-2548  
[www.kcmo.org/codes](http://www.kcmo.org/codes)

### 3rd Party Infrastructure Inspection Report

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Temperature/Weather Conditions: \_\_\_\_\_

CPD-LDD Permit Inspector: \_\_\_\_\_

CPD-LDD Permit Inspector e-mail: \_\_\_\_\_

Description of work & inspection: (Use additional sheet if necessary)

3rd Party Inspector: \_\_\_\_\_ Signature: \_\_\_\_\_